



Agenda Briefing

Date of Meeting: April 21, 2020

Responsible Department: Legislative

Presenter: Robin Lenio

Briefing Prepared By: Robin Lenio

Strategic Focus Area: Engage and Inform Public

General Information / Subject:

In January 2019, the City of Seabrook began using digital signatures for signing contracts, ordinances, resolutions, and minutes, after doing business with State agencies that were using digital signatures and after having been actively involved in various professional organizations where the topic of digital signatures was becoming more prominent.

The use of electronic signatures has assisted with faster processing of documents requiring signatures, has opened up the opportunity for digital business processing for other City departments, and has helped to make the transition from on-site work to remote work during COVID-19 smooth and simple.

Executive Summary / Background:

Before entering into an agreement with DocuSign for the transition to electronic signature processing, City staff researched state law to become familiar with the legal requirements for the use of digital signatures, and found that the Texas Uniform Electronic Transactions Act allowed for legally binding electronic signatures as long as both parties were in agreement with such transaction.

Recently, the City Attorney was involved in conversations regarding the requirement under the Texas Government Code that local municipalities adopt an electronic signature policy as an additional requirement under Texas State Statutes for the use of digital signatures.

Funding / Fiscal Information:

Account Number:

Amount Budgeted:

Amount Requested / Required:

Funding Source (if not budgeted):

Supporting Materials Attached:

Prior Action / Review by Council, Boards, Commissions:

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

Staff Recommendation:

Approve Resolution 2020-08 to adopt the proposed Electronic Signature Policy for the City of Seabrook

**APPROVED BY:
(as appropriate)***Robin Lenio*

April 16, 2020

Preparer or Department Director_____
Date_____
Building Official, if needed_____
Date_____
City Secretary, if needed_____
Date_____
Community and Visitor Relations Director
if needed_____
Date_____
Court Administrator, if needed_____
Date_____
Deputy City Manager, if needed_____
Date_____
EDC Director, if needed_____
Date_____
Emergency Services Director, if needed_____
Date

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Finance Director, if needed

Date

HR Director, if needed

Date

IT Director, if needed

Date

Police Chief, if needed

Date

Public Works Director, if needed

Date

City Manager

4/16/2020

Date